

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92675

PUBLIC

MINUTES OF THE GOVERNING BOARD

May 8, 1978 -- 7:30 p.m.
Library-Classroom Complex - Room 105

The Regular Meeting of the Governing Board of the Saddleback Community College District was called to order by Trustee Taylor. Trustee McKnight led the audience in the Pledge of Allegiance and Trustee Price gave the Invocation.

CALLED TO ORDER

Present:

PRESENT

Mr. Larry W. Taylor, President
Mr. Robert L. Price, Vice-President
Prof. Eugene C. McKnight, Clerk
Mrs. Norrisa P. Brandt, Member (9:30 p.m.)
Ms. Harriett S. Walther, Member
Mr. William L. Watts, Member

BOARD MEMBERS

Dr. Robert A. Lombardi, Superintendent/President
Mr. Roy N. Barletta, Assistant Superintendent-Business Services
Dr. Edward A. Hart, Assistant Superintendent
Mr. William O. Jay, Dean of Instruction

STAFF MEMBERS

Absent:

ABSENT

Mrs. Donna C. Berry, Member

The Agenda was adopted with the following addenda:

AGENDA ADOPTED

Board Report Number 73 - Special Board Meeting
Board Report Number 74 - Regular Meeting Date
Board Report Number 75 - 1978-79 Budget Guidelines

A motion was made by Trustee McKnight, seconded by Trustee Watts and unanimously carried, to approve the Minutes of the Regular Meeting of April 24, 1978, as presented.

MINUTES APPROVED

Trustee Taylor announced that Mr. Wandling had requested that the Trustees attend the breakfast meeting of the Saddleback Valley Liaison Committee for Saddleback College to be held on Wednesday, May 17, at 7:30 a.m., at Sambo's Restaurant in Mission Viejo, to honor the Saddleback College Debate Team.

REPORTS AND COMMUNICATIONS

TRUSTEES

Trustee Price commented that it seems as though greater value could be derived from the large number of people serving on advisory committees within the District, as there is a need to communicate with the public. Superintendent/President Lombardi replied that specific ideas in this area will be submitted to the Board of Trustees in the fall.

REPORTS AND
COMMUNICATIONS

TRUSTEES

-CONTINUED-

Trustee Price reported that he had communicated, last week, with the Senate urging the support of Senate Bill 2057 (Johnson), Certificated Employees: Layoff and Reemployment, which would leave the discretion of choice in these matters to the boards of directors rather than by decisions being made by lots, which would be in the best interest of all community colleges.

Saddleback Valley
Liaison Committee
for Saddleback
College -
Breakfast Meeting

Advisory Committee

Senate Bill 2057

Assembly Bill 603

He has researched Assembly Bill 603 regarding LAVCO and finds, upon reading it very carefully, that it has nothing to do with the College, nor does it affect the committee on boundaries. It is very much a local county activity.

RAVE Council

He reported on his attendance at a meeting of the Saddleback Valley Unified School District. On their agenda was approval of a delineation of function agreement with RAVE (Regional Adult and Vocational Education) Council. One of their trustees expressed concern, implying that RAVE is not fair to K-12 school districts. The object of RAVE Council is to avoid duplication of courses. He feels that the cost of maintaining the RAVE Council is far in excess of the benefits received. Trustee Price suggested that Superintendent/President Lombardi be in touch with their District Superintendent to follow the matter.

Also, Trustee Price asked for an explanation of our automotive and welding programs.

Dean of Instruction Jay stated that our welding program is under the CETA Program to a large extent.

Superintendent/President Lombardi explained that automotive programs are offered across the State by both high schools and community colleges and, he believes, without conflict. Community colleges are oriented to produce workers and owners of businesses. At this level there is time for specialization while at the high school level courses are taught on a more exploratory basis.

Basically, the problem of adult education is not clearly delineated, he stated, and he feels that it should be taught at the community college level entirely. He believes that the RAVE Council is a good idea.

Trustee McKnight expressed appreciation for a number of letters concerning legislation written to Sacramento by Trustee Price and by Trustee Taylor.

Letters on
Legislation

Trustee McKnight commended those involved in the Career Day at Saddleback College - an excellent program.

REPORTS AND
COMMUNICATIONS

He commented on the Southern California Oral Interpretation Festival at Saddleback College. He stated that twenty-eight colleges and universities were represented and students claimed that it was the highlight of their semester achievements.

-CONTINUED-

Career Day

Trustee Walther thanked everyone for the good wishes extended to her for a speedy recovery from her recent accident.

Southern Calif-
ornia Oral
Interpretation
Festival

She stated that she is now more aware that this campus is extremely difficult for a handicapped student to get around. She will be more sensitive to their problems in the future.

Trustee Walther
Extended
Appreciation

She stated that she was disappointed in the American Association of Community and Junior Colleges Annual Convention in Atlanta, Georgia, which she recently attended, compared with others she has attended.

Dr. Minch, President of the Academic Senate; Mr. Leslie, President of the Faculty Association; and Mr. Garcia, Chapter President of the California School Employees Association, were present. They did not have a report to present to the Board of Trustees.

ACADEMIC SENATE
FACULTY ASSN.
CALIFORNIA
SCHOOL EMPLOYEES
ASSOCIATION

Mr. Noriega, Associated Student Body Representative, was present. He reported that the Associated Student Body elections are being held today and tomorrow. The newly elected officers will be introduced to the Board of Trustees in the near future.

ASSOCIATED
STUDENT BODY

Trustee McKnight commended the Academic Senate - California Community Colleges - for adopting a resolution supporting a voters registration drive in cooperation with student government on campus to qualify voters for the June 6 election and a resolution urging faculty members to join the coalition against Proposition 13 and for Proposition 8.

Superintendent/President Lombardi announced that William Schreiber, Community Services Assistant/Information Director, has been awarded a very special honor, he has been selected as a top public relations officer by the Public Relations Commission of the California Community and Junior College Association. Superintendent/President Lombardi stated that he is pleased to have an individual receive an award and to have the institution cited for excellence.

SUPERINTENDENT/
PRESIDENT

He introduced Dr. Ronald Steinke who has joined the staff as Director of Student Services, North Campus. He stated that with his knowledge and experience he will add a great deal to the District.

Dr. Ronald
Steinke -
Director of
Student Services,
North Campus

Dr. Steinke stated that there is a need to be concerned when students wish to become involved in the north campus, in response to which a system for student goal setting and program planning is going to be initiated. The Board of Trustees will be informed as it progresses.

REPORTS AND
COMMUNICATIONS

-CONTINUED-

Superintendent/President Lombardi announced that the State Women's Basketball Championship contest will be held at Saddleback College this Thursday through Saturday and that the community is invited to attend the events.

State Women's
Basketball
Championship
Contest

All items listed under the Consent Calendar are considered to be routine and action is taken by the Board of Trustees in one motion. There is no discussion of these items prior to the vote unless it is requested that specific items be discussed or removed from the Consent Calendar.

CONSENT
CALENDAR

A motion was made by Trustee Price, seconded by Trustee Walther and unanimously carried, to approve the Consent Calendar as follows:

APPROVED

Attendance at the following, with actual and necessary expenses to be paid, was unanimously approved:

CONFERENCES,
MEETINGS, ETC.

Trustee Taylor	Senate Hearing Sacramento During the month of May, 1978
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Trustees Wishing to Attend	Orange County School Boards Association Dinner Meeting San Juan Capistrano May 17, 1978
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Attendance at the following, with minimal mileage only to be paid, was unanimously approved:

Trustee McKnight	Conference with Trustee Walther Orange April 19, 1978
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Trustee Taylor	Meeting with representatives of the Associated Student Body Saddleback College April 21, 1978
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Trustee McKnight	Experiential Learning Committee of the Emeritus Institute Saddleback College April 21, 1978
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Trustees Wishing to Attend	Career Day Saddleback College April 26, 1978
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Trustee McKnight	Conference with Officer-In-Charge Hess Conference with the Associate Dean of Instruction - Occupational Programs Saddleback College April 28, 1978	CONFERENCES, MEETINGS, ETC. -CONTINUED-
Trustee McKnight	Conference with the Superintendent/ President - Saddleback College May 2, 1978	
Trustees Wishing to Attend	Fifth Annual Home Economics Depart- ment Open House - Saddleback College May 3, 1978	
Trustee McKnight	Conference with Dr. Lefteris Lavrakas and Ms. Joyce Arnston concerning the In-Service Program - Saddleback College May 3, 1978	
Trustee McKnight	Advisory Council Conference on Science and Values Saddleback College May 3, 1978	
Trustees Wishing to Attend	Cinco de Mayo Saddleback College May 5, 1978	
Trustees Wishing to Attend	Grants and Resource Development Office Reception - Saddleback College May 10, 1978	
Trustees Wishing to Attend	Swim Teams Luncheon San Juan Capistrano May 12, 1978	
Trustees Wishing to Attend	Scholarship Awards Banquet Laguna Niguel May 16, 1978	
Trustees Wishing to Attend	Basketball Banquet Laguna Hills May 17, 1978	
Trustee Taylor	Degree Recognition Program MCAS, El Toro May 19, 1978	
Trustees Wishing to Attend	Commencement Saddleback College May 23, 1978	

The following courses were unanimously approved to be offered as part of the Television Consortium for the summer of 1978:

TELEVISION
CONSORTIUM

Real Estate and You
It's Everybody's Business
Foods for the Modern Family

The Certificate of Achievement was unanimously awarded to the following:

CERTIFICATE
OF ACHIEVEMENT

Mina Aran	Airline Flight Attendant
Patricia Bowmaster	Cosmetology
Susan Rose Johnson	Ornamental Horticulture
Larry M. Keil	Administration of Justice-Supervisory
Lawrence A. Marshall	Real Estate
Tommy R. Wright	Administration of Justice-Law Enforcement

The following was unanimously appointed on an if-and-as-needed basis as both extended day and substitute instructors for the 1977-78 academic year at the hourly rate stipulated in the salary schedule at the class to which he is qualified:

APPOINTMENT OF
EXTENDED DAY/
SUBSTITUTE
INSTRUCTORS

<u>Applicant</u>	<u>Highest Degree:</u>	<u>Assignment</u>	<u>Probable Salary</u>
Bassett, John J.	B.A.	Administration of Justice	\$18.00 per hour

The following were unanimously appointed on an if-and-as-needed basis as substitute nurses for the Student Health Center for the 1977-78 academic year at the hourly rate stipulated in the salary schedule at the class to which each is qualified:

Kistner, Bonnie	B.S.	Health Center	\$18.00 per hour
Mosbey, Judy	B.S. Ed.	Health Center	\$18.00 per hour

The following were appointed on an if-and-as-needed basis as both extended day and substitute instructors for the 1978 summer session at the hourly rate stipulated in the salary schedule at the class to which each is qualified.

Brazil, Joan C.	B.A.	Community Health	\$18.00 per hour
Caponigri, Aloisius R.	M.A.	Philosophy	\$22.00 per hour
Eckhouse, Musia	B.A.	Gerontology	\$18.56 per hour
Jennings, De Ann	M.A.	Photography	\$18.00 per hour
Osborne, James C.	M.A.	Psychology	\$18.00 per hour
Sherman, Earle W.	B.A.	English as a second language	\$18.00 per hour
Stimmel, Renee K.	M.A.	Gerontology	\$18.00 per hour
Way, Howard W.	Cred.	Emeritus Institute	\$18.00 per hour

A maternity leave of absence was unanimously granted to Eileen S. Chase, Instructor in the Division of Health Sciences and Gerontology, effective August 21, 1978, through October 26, 1978.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

The following classified personnel regular actions, for which monies have been allocated in the 1977-78 budget, were unanimously approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Ratification of Employment

1. Paul G. Girouard, Custodian II Substitute, Grade 7, Step 1, \$4.976 per hour, plus 4% shift differential, effective May 1, 1978, on an if-and-as-needed basis.
2. Gary Shaw, temporary employment, Youth Advisor, Title I In-School Youth Program (50% assignment), \$800.00 per month, effective April 24, 1978, at no cost to the District.
3. Judith Allen, Clerical Substitute, Grade 1, Step 1, \$4.339 per hour, effective May 8, 1978, on an if-and-as-needed basis.

Employment

4. Sandra Schoonover, Clerk Typist-Press Operator, Library, Grade 5, Step 2, \$836.00 per month, effective May 9, 1978.
5. Donald Lee Trent, Director of Facilities, effective June 1, 1978, at the appropriate class and step on the Classified Management Salary Schedule.

Employment - CETA, Title VI

6. Beverly Strongman was employed under CETA, Title VI, to a one-year position as a Research Assistant, Gerontology, at \$778.00 per month, subject to the availability of funds, effective May 2, 1978, at no cost to the District.

Employment - Professional Model

7. Maria Elena Bodmann, Professional Model, if-and-as-needed basis, at \$4.50 per hour, effective April 25, 1978.

Employment - Student Employees

8. The following were employed as student employees, as needed, at \$2.50 per hour:

Jacquelin Moore

Thomas W. Benner

Mike Kennedy

Change of Position/Reclassification

9. Dennis Rotzoll, change of position from Safety Officer-Weekends and Holidays to Safety Officer (full time), Grade 12, Step 3, \$1,029.00 per month, effective May 9, 1978.

Leave of Absence

CLASSIFIED
PERSONNEL
REGULAR ACTIONS

10. Lola Attinger, Typing Learning Center Technician, Division of Business Sciences, was granted a leave of absence without pay, effective April 21 through May 5, 1978.

-CONTINUED-

Resignation/Termination

11. Charlene Newborn, Custodian II Substitute, Maintenance and Operations, resignation effective April 18, 1978.
12. Melanie Marker, CETA - Title VI Press Operator Assistant, resignation effective May 11, 1978.
13. Arleta Mann, Secretary, Fine Arts Division, resignation effective upon the appointment of a replacement.

Renewal of the contract with the Educational Media Center of the Orange County Department of Education for the 1978-79 fiscal year was unanimously approved. The terms of the contract are the same as for the current year, providing for the rental of 500 films at the rate of \$6.00 per film, for a total of \$3,000.00.

AUDIO VISUAL
SERVICE CONTRACT -
ORANGE COUNTY
DEPARTMENT OF
EDUCATION

The following consultants were unanimously approved:

CONSULTANTS

1. Counseling/Guidance

Mr. Rudd's appointment as a consultant to assist in preparation of the College Comprehensive Plan for the Handicapped Student Program was ratified and compensation for his services was authorized as follows:

6 days at \$75.00 per day \$450.00

2. Assistant Superintendent/Business

Turner Data Systems, Inc. was retained to perform required services for the three-phase program relative to date processing services in conjunction with the future installation of the NCR Computer at a total fee not to exceed \$9,844.00.

The following progress payment requests, submitted for approval on awards which have been previously approved by the Board of Trustees, for which payments are within the budgetary allocations for the projects indicated and for which the architect, the construction inspector and the construction manager (where applicable) have certified that the work covered by these progress payments has been satisfactorily performed, were unanimously approved:

PROGRESS PAYMENTS

1. North Campus - Site Preparation

Progress Payment Request Number 3 - Sully-Miller Contracting Company

Amount due this request \$41,238.00

2. North Campus - Parking Lots

PROGRESS PAYMENTS

Progress Payment Request Number 2 - Sully-Miller
Contracting Company

-CONTINUED-

Amount due this request \$ 3,363.75

3. Science-Math Building - Mechanical System Remodel

Progress Payment Request Number 6 - ACR Mechanical

Amount due this request \$ 1,038.58

Progress Payment Request Number 7 - ACR Mechanical

Retention Billing, 10% \$19,897.90

This project was accepted as complete and the full amount due the contractor, including the retention of 10% of the contract amount, was authorized for payment. Further, the contract with ACR Mechanical was amended to delete the provision requiring a Notice of Completion to be filed with the Orange County Recorder, as quoted below:

PROJECT COMPLETED

"The final payment of 10% of the value of the work done under this contract, if unencumbered, shall be made thirty-five days after recording by the District of the Notice of Completion."

Purchase Orders 35001 through 35225, totaling \$221,267.53, were unanimously approved and payment was authorized upon delivery and acceptance of the items ordered.

PURCHASE ORDERS

District Warrants 41878 through 42258, totaling \$453,489.10, were unanimously approved and ratified for payment.

PAYMENT OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF
PERSONNEL SERVICES

Certificated Payroll 10A* \$666,222.10

*Constitutes the payroll identification of the certificated employees paid in this period named on the list on file in the Business Office.

The Computer and Information Science Program was presented for a first reading - for information.

COMPUTER AND
INFORMATION
SCIENCE PROGRAM

The following public program and community service items, for which funds have been allocated in the 1977-78 budget, were presented for approval:

PUBLIC PROGRAMS -
COMMUNITY SERVICE

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>	PUBLIC PROGRAMS AND COMMUNITY SERVICES
<u>In-Service - Flexible Calendar</u> - Joyce Arntson,	In-Service Coordinator		

-CONTINUED-

Final evaluation report for the Chancellor's Office and Planning the August In-Service Session	Dr. Lefteris Lavrakis	\$ 850.00	
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Three days per week for
four weeks plus five days
including August 21-25
(17 days total)

Teaching strategies and innovative teaching methodology May 24 and 25	Dr. Carol Barnes	\$ 150.00	
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Community Services - Doyle McKinney, Associate Dean of Instruction,
Academic Programs

"Man of LaMancha"	David Holliday	\$ 41.15	
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The above amount is to reimburse David Holliday for return ship-
ment to New York of costumes loaned to the college for "Man of
LaMancha".

Summer Stock Program:

June 1 - August 15	Delphi Lawrence	Not to exceed \$7,000.00	
June 14 - August 1	Iris Korn	Not to exceed (Withdrawn) \$3,000.00	

Division of Fine Arts - Monte C. LaBonte, Division Director

Jazz Ensemble Concert May 18	Tom Ranier	\$ 150.00	
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The Southern California Oral Interpretation Festival Luncheon April 29	William Windom	\$1,000.00	
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A motion was made by Trustee Watts, seconded by Trustee Walther
and unanimously carried, to approve the items as presented.

APPROVED

Permission to submit an application for each of the following grants was requested:

APPLICATION
FOR GRANTS

Career Training Grant in Gerontology - Title IV-A

English as a Second Language Program under the Adult Education Act, PL 93-380

Chancellor's Innovative Instruction Program under the Fund for Instructional Improvement, AB 1173

National Endowment for the Arts

Fixed Income Counseling Grant

Nursing Special Project Grant

A motion was made by Trustee Walther, seconded by Trustee McKnight and unanimously carried, granting permission to submit an application for each of the grants as requested. APPROVED

It was requested that the Board of Trustees approve acceptance of a grant in the amount of \$2,500.00, secured from a commitment from Supervisor Ralph Diedrich and the Board of Supervisors for the production of a promotional, bi-lingual media program for the Spanish Driver Education class. ACCEPTANCE OF A GRANT

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the acceptance of the grant as requested. APPROVED

It was recommended that the Board of Trustees approve the following scholarship donations in the amount of \$18,480.00. FINANCIAL AID/
SCHOLARSHIPS

Aliso Club of Laguna Hills

Allergan Pharmaceuticals

American Association of University Women
(San Clemente-Capistrano Bay Branch)

American Legion Auxiliary - Laguna Hills

Art Guild of Laguna Hills - Ann Wheeling Memorial Scholarship

Assistance League of Laguna Beach

Associated Students of Saddleback College

Gertrude C. Baker Award

Bank of America

Dolores Bennett Memorial Scholarship

Blue Cross Scholarship

William Blurock and Partners

California Association of Nurserymen - Oda Nursery Award

California Retired Teachers - Orange County Coast Division

California School Employees Association

Delta Kappa Gamma Society - Theta Theta Chapter Chi State

Daily Pilot - Orange Coast

Eastern Star Past Matrons Club of Leisure World
 Ebell Club of Laguna Hills
 El Toro Women's Club
 Federated Women's Club - Orange District
 Festival of Arts of Laguna Beach
 Follett Stores
 Greenleaf Educational Fund
 H'Ard Memorial Fund
 Irvine Company
 Milton T. Hunt Memorial Fund and the Ann G. Hunt
 Scholarship Fund

FINANCIAL AID/
 SCHOLARSHIPS

-CONTINUED-

Laguna Beach Garden Club
 Laguna Hills Leisure World Women's Club
 Latin American Club - Leisure World
 Leisure World Chorale
 Masonic Auxiliary - Laguna Hills
 Mathematics Department - Saddleback College
 Mercury Savings and Loan Association - Lake Forest
 Mission Community Hospital Auxiliary
 Mission Pipe
 Mission Viejo Company
 Gordon G. Montgomery Construction, Inc.
 Musical Theatre Guild of Newport Beach
 National Association of Women in Construction - Orange County
 Matthew Redding Memorial Scholarship
 Rotary Club of Laguna Hills
 Saddleback Agents Association
 Saddleback College Art Club
 Saddleback College Faculty Association
 Saddleback Valley Board of Realtors
 San Diego Gas and Electric Company
 San Clemente Sun Post Leadership Award
 Soroptomist International of Saddleback Valley
 Woman's Club of San Juan Capistrano

A motion was made by Trustee Walther, seconded by Trustee Price
 and unanimously carried, to approve the scholarship donations as
 presented.

APPROVED

The Members of the Board of Trustees were informed that, due to
 the rains, it is apparent that facilities for the North Campus
 will not be ready for classes to begin at the start of the fall
 semester, 1978. Organizational preparation for the North District
 operations, however, is on schedule. While it may be necessary
 to somewhat modify the planned program to fit the limitations of
 temporary facilities, it is in the best interests of the public and
 the District to proceed with a program.

NORTH CAMPUS
 OPERATIONS

Therefore, it was recommended that the staff be authorized to explore
 the possibilities of temporary facilities in which the North Campus
 program can be housed until such time as operations can be relocated
 to their intended site.

A motion was made by Trustee Price, seconded by Trustee Walther and unanimously carried, that the staff be authorized to explore the possibilities of temporary facilities in which the North Campus program can be housed until such time as operations can be relocated to their intended site, after which explorations a report including defined program objectives and related costs is to be presented to the Board of Trustees.

NORTH CAMPUS
OPERATIONS

-CONTINUED-

APPROVED

Representatives of William Blurock and Partners, Architects, were present to review with the Board of Trustees the Saddleback Campus Master Plan as it was conceived in 1975 and how it evolved as of this time. The objectives of this session are (1) to update the Board of Trustees on previous planning, (2) to review the philosophy and values of the plan as developed in Planning Task Number 2, and (3) to see how these values have been expressed in the design concepts of the Master Plan.

SADDLEBACK
CAMPUS
FACILITIES
MASTER PLAN
UPDATE

Superintendent/President Lombardi introduced Mr. Robert C. Poolman, who has assisted the faculty, under the direction of Assistant Superintendent Hart, and with the Architects. He has prepared a report entitled Saddleback College General Classroom Building - Building Program and Educational Specifications - dated February 28, 1978, in cooperation with Howard T. Sagehorn, Aides West, Inc., Palo Alto. A copy had been given to each Trustee with the Agenda.

Assistant Superintendent Hart stated that the objective of this session this evening is to review the five-year plan and to bring the Board of Trustees up-to-date concerning facilities master planning during the last three and one-half years.

He mentioned that Planning Task Number 1, Basic Direction for the District, was adopted by the Board of Trustees on October 13, 1975, and that Planning Task Number 2, Saddleback College Facilities Master Plan, had been drafted.

Assistant Superintendent Hart introduced Mr. William Blurock, Architect, who had prepared a slide presentation.

Mr. Blurock stated that the Board, in 1975, had given direction to locate the college in one place: on the hill. This directive was followed by a number of planning sessions. At that point the need for a classroom building was identified.

The five-year plan and priorities are reviewed at least yearly and more often as needed. A project takes four years from inception to completion. The classroom building is in the second year of that cycle. In the fall another work session will be held to review the plans with the Board of Trustees for the next five-year plan to be prepared in January, 1979.

Slides were displayed showing the evolution of the master plan since July, 1975. At that time goals were established to move as

much of the campus to upper campus as possible, and to phase out lower campus, planning for a 6,000 FTE student campus. Studies were made on campus use and capacity as well as class sizes. The site itself was studied and strategies were then considered to create continuity while keeping it natural.

-CONTINUED-

Two permanent buildings were in existence at that time, the Science-Mathematics Building and the Library Building. Areas for the Fine Arts Complex and the Physical Education Complex had been planned, including parking, utilizing fill for these areas, and the roads. Movement of dirt at convenient times is part of the priority program. All complexes are planned with outdoor courtyard areas. Pedestrian separation is a very important consideration. Plans for landscaping and the sign program evolved.

The five-year plan submitted in January, 1978, was reviewed. Projects in process are: the North Campus Satellite Cluster, the Swimming Pool, the General Classroom Building, the Stadium Phase II, and the North Campus Cluster Number II.

Mr. Poolman justified the choice of location for the Classroom Building, which on the current plan is across from the Science-Mathematics Building connected to this area by a bridge. This site was chosen taking into consideration the time necessary to go from the center of the campus to any outlying zone. Plans for the interior are based on studies conducted with each department involved, working to provide as much usable space in the building as possible while not destroying eligibility of additional use for the District. Utilization of space is designed for greatest efficiency while meeting State standards.

The Architect displayed the layout of the Classroom Building interior and exterior as planned and discussion ensued.

REVIEW

Trustee Brandt arrived during this discussion.

It was recommended that the following gifts be accepted:

GIFTS TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>
The Roberts Foundation Laguna Hills	A check in the amount of \$1,000.00 for the purpose of providing funds for the purchase of musical instruments or other equipment for students studying music vocationally and who are financially unable to buy their own equipment.
Mission Viejo Company Mission Viejo	Five nearly-new videotape cartridges to be used by our Audio Visual Department for instructional use.

<u>Donor</u>	<u>Gift</u>	GIFTS TO THE DISTRICT
Fluor Engineers and Constructors Irvine	2,500 Magnetic Cards and 30 Diskettes to be used in the Typing Learning Center for instructional purposes.	-CONTINUED-

A motion was made by Trustee Watts, seconded by Trustee Price and unanimously carried, to accept the gifts as recommended. ACCEPTED

Donors will be notified by a letter of acceptance and a certificate of appreciation will be issued.

Extended Opportunity Programs and Services (EOPS) funds totaling \$26,114.00 have been allocated to the District for fiscal year 1977-78.	EOPS PROGRAM - DISBURSEMENT OF FUNDS
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It was recommended that grants be approved for the following students, and payment of the funds be authorized as shown:

<u>Student</u>	<u>Grant</u>
Green, Arthur	\$250.00
O'Malley, Mary	84.00
Vitale, Belinda	100.00

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the disbursement of funds as recommended. APPROVED

The Members of the Board of Trustees were informed that Attorney Wesley L. Davis, who has been acting for the District in the matter of D & M Grading Vs. Saddleback Community College District, et al, as a member of the firm of Veatch, Snow, Carlson, Quimby and Nelson, has notified the District that he is leaving that firm and will be taking the District's case with him.	D & M GRADING VS. SADDLEBACK COMMUNITY COLLEGE DISTRICT, ET AL - SUBSTITUTION OF ATTORNEY
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It was recommended that the Superintendent/President or the Assistant Superintendent/Business be authorized to execute a Substitution of Attorney form making Wesley L. Davis the attorney of record for this case in place of the firm of Veatch, Snow, Carlson, Quimby and Nelson.

A motion was made by Trustee Price, seconded by Trustee Brandt and unanimously carried, to approve the substitution of attorney as recommended. APPROVED

Authorization was requested to dispose of the surplus/obsolete equipment described on a list of items to be disposed through proper procedures governed by the State Education Code and Saddleback Community College District, dated May 8, 1978, a copy of which is attached to these Minutes.	SALE OF SURPLUS/OBSOLETE EQUIPMENT
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A motion was made by Trustee Walther, seconded by Trustee Watts and unanimously carried to grant this authorization as requested. APPROVED

It was recommended that the following resolution be adopted:

RESOLUTION -
TRANSFER OF
APPROPRIATIONS

IT IS HEREBY RESOLVED that, at the close of the fiscal year, the County Superintendent of Schools may make such transfers between the undistributed reserve and any expenditure classification or classifications, or balance any expenditure classification of the district for such school year as are necessary to permit the payment of obligations of the district incurred during such school year.

(Education Code 85201)

A motion was made by Trustee Watts, seconded by Trustee Brandt and unanimously carried, to adopt the resolution as presented.

ADOPTED

Roll Call Vote:

Ayes: Trustees Brandt, McKnight, Price, Taylor, Walther, Watts
Noes: None
Abstain: None
Absent: Trustee Berry

The following requests for transfer of budget appropriation funds were submitted for approval:

TRANSFER
OF FUNDS

<u>Department</u>	<u>Amount</u>	<u>Accounts</u>
Library/AV	\$1,000	From: General Supplies To: Conferences/Meetings
Counseling/ Guidance	\$1,000	From: Duplicating Expense To: Equipment Rental, Copier
Work Experience	\$ 320	From: Mileage To: Conferences/Meetings
Library/AV	\$3,000	From: Microfilm Supplies To: Duplicating Press Maintenance

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the requests as presented.

APPROVED

The following change orders were submitted for approval:

CHANGE ORDERS

Change Order Number 7 - Site Development, Saddleback College

Contractor: Shirley Brothers, Inc.

Change Order Number 7 covers three items with a net increase in cost of \$8,803.00. No time extension is required.

Change Order Number 1 - Swimming Pool and Softball Facility

CHANGE ORDERS

Contractor: Shirley Brothers, Inc.

-CONTINUED-

Change Order Number 1 is a request for time extension only, with no change in the contract amount.

Estimated date of completion, with the time extension of 17 days, is October 9, 1978.

Change Order Number 1 - Paved Walkways / Berms, Saddleback College

Contractor: Sully-Miller Contracting Company

Change Order Number 1 covers one item with a net increase in cost of \$976.00. Any time extension required will be determined at a later date.

A motion was made by Trustee Price, seconded by Trustee McKnight and unanimously carried, to approve the change orders as submitted.

APPROVED

It was recommended that Award Numbers 1 through 3 on the Awards List dated May 8, 1978, be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

AWARDS

It was requested that Award Numbers 4 through 9 be ratified, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

Award Numbers 10 through 13 were submitted for cancellation and change.

All of the recommended awards are within approved budgetary appropriations.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to approve the awards as recommended.

APPROVED

The Associated Student Body Budget Report as of March 31, 1978, was submitted for information.

BUSINESS SERVICES
REPORT - INFO.

The Provisional authorization from the United States Department of Health, Education, and Welfare for the repair of disaster-caused damage, together with a list of estimated costs totaling \$29,527.00, was submitted for information.

PROVISIONAL
AUTHORIZATION
FOR REPAIR OF
DISASTER-CAUSED
DAMAGE - INFO.

It was recommended that a Special Meeting of the Board of Trustees be held on Monday, May 15, 1978, from 3:00 p.m. until 5:00 p.m. The subject of the meeting will be fiscal development for 1978-79.

SPECIAL BOARD
MEETING

A motion was made by Trustee Walther, seconded by Trustee McKnight and carried, to hold a Special Meeting of the Board of Trustees on Monday, May 15, 1978, from 3:00 p.m. until 5:00 p.m., with the subject of the meeting being fiscal development for 1978-79.

SPECIAL BOARD
MEETING

-CONTINUED-

Trustee Watts was opposed, as he may not be able to attend the meeting on that day at that time.

APPROVED

It was recommended that the regular meetings of the Board of Trustees be held on the second and fourth Tuesdays of each month, beginning Tuesday, June 13, 1978.

REGULAR
MEETING DATE

Representatives of the press requested that this not be approved as it would affect their deadlines. Trustees indicated their preference, a unanimous choice could not be decided upon.

A motion was made by Trustee Price, seconded by Trustee Watts and unanimously carried, to table this item at this time.

TABLED

A memorandum prepared by Trustee Price, entitled 1978-79 Budget Guidelines, was presented to the Trustees for information.

1978-79
BUDGET
GUIDELINES

This matter will be considered at the Special Meeting on Monday, May 15.

INFORMATION

The Board of Trustees convened to Executive Session at 10:30 p.m. and reconvened to Regular Session at 11:15 p.m.

EXECUTIVE SESSION
REGULAR SESSION

No action had transpired in Executive Session.

There being no further business, the Meeting was immediately adjourned.

ADJOURNMENT



R. A. Lombardi, Secretary of the Board of Trustees